Chapter 3 | Entering Customer Payments

3.1

Chapter Overview

In this chapter, the student will focus on entering customer payments into PeopleSoft in accordance with the guidelines set forward by the Auditor of State. A decision template along with a series of steps necessary complete the NEW Report of Collections report. Non-customer payments will be discussed in the Report of Collections and Direct Journals Workshop.
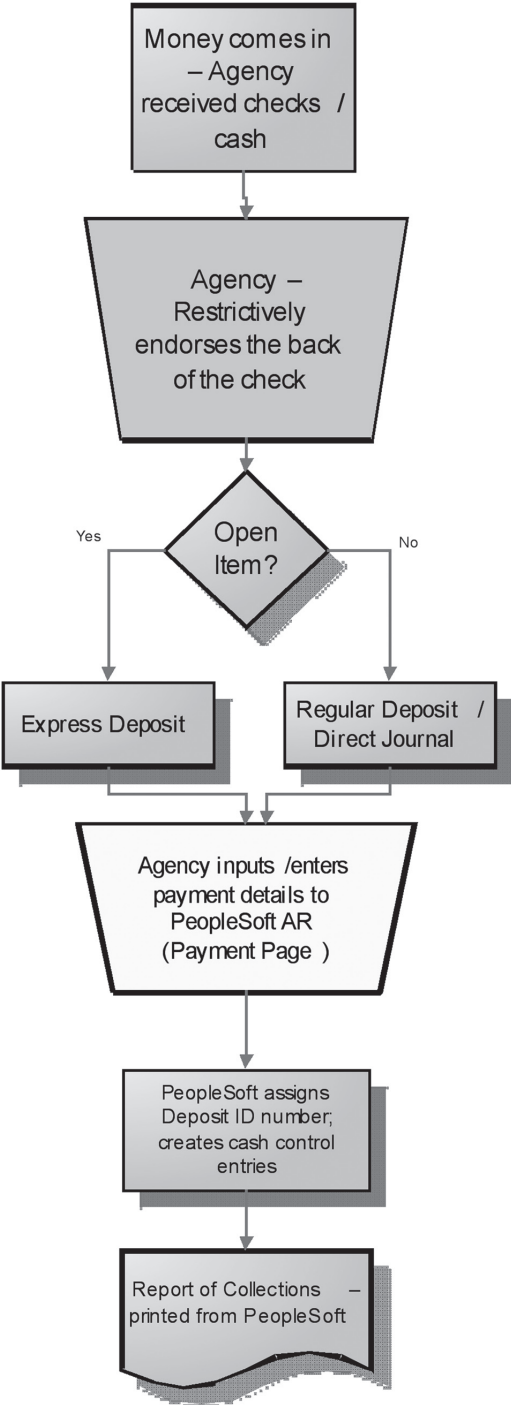
Chapter Objectives

By the end of this lesson, you will be able to:

- Describe payment methods.
- Enter regular deposits.
- Enter express deposits.
- Set Treasurer of State Approval status to Pending Approval.
- Create NEW Report of Collections report.
- Correct errors in deposits.

Payments Received – Which Deposit Method ?

```
┌──────────────────────┐
│  Money comes in      │
│  – Agency            │
│  received checks /   │
│  cash                │
└──────────────────────┘
           │
           ▼
    ╱──────────────╲
   │  Agency –       │
   │  Restrictively  │
   │  endorses the   │
   │  back of the    │
   │  check          │
    ╲──────────────╱
           │
           ▼
Yes    ◇ Open ◇    No
  ◄────  Item?  ────►
           
┌──────────────┐   ┌──────────────────┐
│  Express     │   │  Regular Deposit /│
│  Deposit     │   │  Direct Journal   │
└──────────────┘   └──────────────────┘
           │             │
           └──────┬──────┘
                  ▼
    ╱──────────────────────╲
   │  Agency inputs /enters  │
   │  payment details to     │
   │  PeopleSoft AR          │
   │  (Payment Page )        │
    ╲──────────────────────╱
                  │
                  ▼
       ┌────────────────────┐
       │  PeopleSoft assigns │
       │  Deposit ID number; │
       │  creates cash control│
       │  entries            │
       └────────────────────┘
                  │
                  ▼
       ┌────────────────────┐
       │  Report of Collections –│
       │  printed from PeopleSoft│
       └────────────────────┘
```

ARD3

3.2

3.3

Steps for Receiving and Posting Payments

Step#	Action
1	Receive the payments
2	If necessary - endorse all payment(s)
3	Open envelopes and separate payments by customer and non-customer (Direct Journal) Direct Journal will be covered in the Report of Collections & Direct Journals Workshop
4	Perform investigation of customer payments
5	Separate Customer Payments into two sections 1) Perfect Payments – Express Deposit 2) Not Perfect Payments – Regular Deposit
6	Total the number of payments and dollar amount of the deposit. Calculator may be necessary.
7	Record totals in Agency Cash Book.
8	Second Agency Person – Verify totals in Cash Book to Payments.
9	Sign-Off Cash Book.
10	Enter Control Totals into Deposit (Regular / Express).
11	Enter payment details.
12	Balance deposit.
13	On the "Totals" page, change the Treasurer of State Approval status from "Open" to "Pending Approval"
14	Print two copies of the NEW Report of Collections 1) Copy 1 – Retain for internal records 2) Copy 2 – Attach the documents in the following order a. Total tally of payments b. Payments c. Report of Collection
15	Submit this package to the Treasurer of State.
16	Treasurer of State receives payments and will change the Treasurer of State Approval Status from "Pending Approval" to "Approved".

ART25

Describing Payment Methods

There are two primary methods of payment entry within PeopleSoft Receivables:

Depending on your business, you may use a single method or any combination of methods. The payment entry method you use does not limit your cash application options.

Regular Deposit	This is the stand method for online payment entry.
Express Deposit (Perfect Customer Payment)	This method combines online payment entry and the payment application in a single step

.

There are three basic steps that need to be completed to enter a payment:

1. Enter the payment information.
2. Apply the payment.
3. Post the payment.

3.4

State of Indiana Law

7.1.1   Daily Deposit Law

Indiana Code (IC) 5 13 6 1, Sec. 1(b) states in part: "all public funds collected by state officers . . . shall be deposited with the treasurer of state, or an approved depository selected by the treasurer of state, not later than the business day following the receipt of the funds.

7.1.2   Cash Book

IC 5-13-5-1, Sec. 1 states: Every public officer who receives or distributes public funds shall: (1) keep a cashbook into which the public officer shall enter daily, by item, all receipts of public funds; and (2) balance the cashbook daily to show funds on hand at the close of each day. (b) The cashbook is a public record and is open to public inspection in accordance with IC 5-14-3.

7.3.1   ENCOMPASS Roles

Separation of duties is critical to internal control for receipt, recording, and deposit of collections in any form. Care must be taken to assure that all monies received are deposited timely and in full and amounts recorded accurately. ENCOMPASS roles designed to provide this assurance are shown in flow charts at the end of this chapter. Those with workflow approvals are responsible for certifying the accuracy of all information on the document they are approving.

7.3.2   Basic internal control procedures for handling of receipts

- Checks should be restrictively endorsed with an endorsement stamp, immediately upon receipt. This would occur upon opening the mail or otherwise receiving the instrument.
- Considering the materiality of collections and the size of the agency, a complete listing of collections received should be made by a person independent of the duties of processing the receipts or making deposits.
- All receipts, licenses or other accountable items must be pre-numbered or sequentially numbered by computer when issued. Documents should be used in sequential order. If the volume warrants, a separate numeric series should be used for different revenue sources.

3.5

3.6

- Receipts should be issued and recorded at the time of the transaction; for example, when cash or a check is received, a receipt is to be immediately prepared and given to the person making payment. Licenses, permits, etc., should be issued timely.

- Licenses, permits, goods for sale, invoices, etc., are considered accountable items for which a corresponding deposit must be made. There is no authority for an agency to maintain an over and short fund.

- Collections must be deposited intact. Deposits are to be made within the next business day in compliance with IC 5 13 6 1.

- Safeguard the collections through locked drawers, cabinets or safes, particularly during breaks, lunchtime, and overnight. Cash receipts books, licenses, etc., should be inaccessible to unauthorized persons.

- Collections and accountable items should be reconciled to the bank statements and/or Auditor of State's records.

- The duties of collecting monies, processing the receipt, license, permit, etc., preparing and making deposits, and performing reconciliations should be segregated to the fullest extent possible considering the size of the agency and the materiality of collections.

- Supporting documentation to support monies received must be maintained and made available for audit to provide supporting information for the validity and accountability of monies received. Documents must be filed in such a manner as to be readily accessible, or otherwise reasonably attainable, upon request during an audit.

3.7

7.4.2.2   Cash Receipts Journal (cash book)

In those agencies where money is received on a regular basis, some type of cash book (paper or electronic) is required The cash book must be so designed as to list the revenue by classification and amount in detail. It may include the receipt number or daily summaries from a source document or data processing listing. The amount deposited with the Treasurer of State and the corresponding report of collections number must also be shown on the cash book. The process of issuing a receipt and posting the cash receipts journal can be incorporated into one function. Since there is no standard cash book (also referred to as a cash receipts journal) prescribed for state agencies, all types of internal cash books or journals must be approved in writing by the State Board of Accounts.

NOTE

Entries into ENCOMPASS or agency subsystems satisfy this requirement as long as all detail is maintained.

Entering Regular Deposits

The regular deposit method:

- Enables you to identify payments as you enter them

- Requires that you create a worksheet or use the Payment Predictor process to handle payment application.

How to Get There

Use this page to enter information and control totals for a new deposit.

Navigation

Accounts Receivable >> Payments >> Online Payments >> Regular Deposit

3.8

ARSC16   Regular Deposit - Totals page

Entering deposits through Regular deposit entry provides a full range of payment identification and search features that allow users to take advantage of the powerful payment worksheets. Payments are identified as they are entered indicating any customer or identifying information used to match the payment with the open item.

Entering Regular Deposits consists of four steps:

1. Enter control totals and Deposit Characteristics on the Totals page.

2. Enter payments and provide Customer ID's or payment references on Payments page.

3. Complete the Totals Page by changing the Treasurer of State section's Approval status from "Open" to "Pending Approval".

4. Save or Delete the deposit on the Total page.

The user can update deposit information at any point prior to applying the payments. Otherwise, only customer or item reference information is available for modification.

The accounting date entered will be the accounting date for the deposit, and then subsequently becomes the default on each payment in the deposit. This date can be overridden on the Payments page for each payment.

3.9

NOTE

The system performs validation behind the scenes to make sure that the date falls within the open period for the business unit.

The Bank Code and Bank Account identify the Bank where the payments were deposited. Deposit Type defaults in from your bank account setup, and indicates what type of Payments these are (such as Lockbox, etc.).

3.10

ARSC17   Bank Code Look Up Table

3.11

ARSC18   Bank Code Look Up Table

ENTAP Training

Exclusively for use by the State of Indiana
Issue Date: 11/14/2007

Exclusively for use by the State of Indiana
Issue Date: 11/14/2007

ENTAP Training

Deposit Type: For tracking purposes, Deposit Type will allow the user to report in greater detail on each particular grouping of payments.

Detailed information should be supplied for each payment in the deposit.

PeopleSoft uses the generic term payment to mean a check or cash received.

How To Get There

Use this page to enter detailed customer and item identification:

ARSC19

3.12

Enter the control totals for the entire deposit. The Entered and Difference fields are populated by the system.

Auditor of State Law!

Control Totals and Control Data: The Totals page provides the functionality of balancing the deposit and will track the dates in which the deposit has been Received (Endorsed) and Entered. The Auditor of State requires a 24 hour turnaround for all deposits being posted and received by the Treasurer of State. Consequently, these dates should be the same.

3.13

ARSC20   Regular Deposit - Payments page

Identifying Item Information

IDEM has created an Open Item Identification Worksheet to assist in the investigation of all the necessary details associated with the payment. The information gathered will help in the determination of using a Regular vs. Express Deposit. At a minimum, payment reconciliation has been simplified.

3.14

```
INTER-DEPARTMENTAL MEMORANDUM
GOVERNOR MITCHELL E. DANIELS JR.

                                    AUDITOR OF STATE
                                    AOS Project/Encompass
                                          ENTAP

                              Indiana Government Center
                                   Old Trails Building
                                  Indianapolis, IN 46204
                                    (317) 234 - 4927


        INVOICE#_____


        CST# _____


        INV AMOUNT $_____


        AMOUNT PAID $_____


        BILL TYPE:  _____


        REASON CODE:_____


        PWSID NUMBER:_____
```

ARC1

Entering Payment Information

The Payments page enables users to enter all of the detailed information for each individual payment that makes up the total deposit. A payment is check or cash received with or without remittance information.

This page is broken up into Payment Information, Customer Information, and Reference Information sections.

Payment Information

This section must be completed. Enter the Payment ID (usually the Check number), the accounting date (which is entered by default from the prior page), and currency code.

The Range of References check box allows a user to enter arrange of references, such as "Item#JPS4401- Item #JPS4407" in the reference information section, rather than a specific value.

The Payment Method is the either *Check* or *Electronic Funds Transfer*. If the user leaves this field blank, the system uses the payment method assigned to the business unit.

Customer Information

Entering customer information at this stage can assist users when applying the payment. When building a worksheet, the system will return a smaller section of open items for matching the payment. More information provided here makes matching the payment to an item easier later. If one payment spans multiple customers, rows can be inserted to add the additional customer information.

Reference Information

This section contains any additional information concerning the customer's payment. For example, you might have a PO#, or the Invoice/Item ID, etc. Wild card characters are valid in this section (% sign attached to a partial ID). The Detail Reference link allows a user to assign a different entry type to the individual payment up front.

3.15

Guided Activity | Entering a Regular Deposit

In this activity, you will review the activity overview
and enter a regular deposit into the system.

Activity Overview

In this activity, you will enter a regular deposit into the system for
the California Operations deposit unit. Allow the system to select
the Deposit ID. The deposit is going to the AOS Bank, account AOS
80000002. Use today's date for accounting purposes and specify that
the deposit type is Customer receipts.

You need to enter four payments that total 24,025.039 USD. You do
not want Payment Predictor to attempt to apply any of these checks
to open items. Find the detailed information about each check in the
table below:

Payment ID	Amount	Customer /Business Unit	Reference Information
CHECK01(XXX)	6,500.00	Dana Corp	
CHECK03(XXX)	4,500.00	N/A	Item ID: (XXX)1833
CHECK05(XXX)	2,300.00	City of Hammond	Item ID: (XXX)1834
CHECK06(XXX)	11,625.39	Ferro Corp	Item IDs: (XXX)5672 & (XXX)5673

ART26 Be sure to take note of the Deposit ID.

3.16

Entering a Regular Deposit

To add a regular deposit:

1 Select Accounts Receivable, Payments, Online Payments, Regular Deposit.

2 Select the Add a New Value tab, and enter the following information:

Page Element	Value or Status
Deposit Unit	00495
Deposit ID	NEXT

ART27

3 On the Regular Deposit Entry – Totals page, enter the following information:

Page Element	Value or Status
Accounting Date	Today's Date
Bank Code	AOS – Auditor of State
Bank Account	AOS -8000002
Deposit Type	C
Control Currency	USD
Control Amount	24,025.39
Control Count	4

ART28

4 On the Payments page, enter the following information: Customer no Reference Details.

Page Element	Value or Status
Payment ID	CHECK01(XXX)
Amount	5,600.00
Customer ID	CST100000051
Business Unit	00495

ART29

5 Add a new row, and enter the following information: Reference Detail, no Customer.

Page Element	Value or Status
Payment ID	CHECK03(XXX)
Amount	4500.00
Qual Code	I (Item ID)
Ref Value	(XXX)1833

ART30

3.17

6 Add a new row, and enter the following information: Customer and Reference Detail.

Page Element	Value or Status
Payment ID	CHECK05(XXX)
Amount	2,300.00
Customer ID	CST100000082
Qual Code	I (Item ID)
Ref Value	(XXX)1834

ART31

7 Add a new row, and enter the following information: Customer with Multiple Items.

Page Element	Value or Status
Payment ID	CHECK06(XXX)
Amount	11,625.39
Customer ID	CST100000069
Qual Code	I (Item ID)
Ref Values	(XXX)5672 & (XXX)5673

ART32

8 Save the deposit and note the deposit ID: _____

This concludes the activity. Do not continue.

Entering Express Deposits

The express deposit method is the fastest and most efficient way to enter and apply payments manually.

This method includes deposit entry and payment application in one step.

This streamlined approach has some limitations:

- You must identify payments by item ID.
- You cannot journal payments directly.
- Discount handling is limited.
- The only posting option available is Batch Standard.
- Discrepancy handling is limited.
- Multicurrency capabilities are limited.

3.18

3.19

How To Get There

Use this page to enter or review an express deposit. This page is very similar to the Regular Deposit page.

Navigation

Accounts Receivable >> Payments >> Online Payments >> Express Deposit >> Totals

3.20

ARSC21   Express Deposit - Totals page

3.21

Additional Items of Interest

The Express Deposit method, otherwise known as the Perfect Customer Payment, is designed for companies that receive payments with associated item IDs and can enter and apply them all at once. The express deposit pages have been designed for the most rapid and efficient possible data entry and cash application.

Express deposit, although convenient, is not intended for high volume data entry. It is more for the exception or occasional deposit.

To process an Express Deposit, take the following steps:

1. Enter control totals and deposit characteristics on the Totals page.
2. Enter payments and apply the payments on the Payments page.
3. Select an express deposit action on the Action page.

The Express Deposit – Totals page is very similar to the Regular Deposit – Totals page that the students just completed. The Totals section is visually different although the displayed information is the same. The Regular Deposit – Totals page also allows the user to delete a deposit through the use of the Delete button.

As you enter the payment on the Express Deposit – Payments page, the system applies it automatically to the items that you specify.

3.22

3.23

How To Get There

Use this page to enter and apply payments with item IDs in a deposit after you enter the deposit control totals.

Navigation

Accounts Receivable >> Payments >> Online Payments >> Express Deposit >> Totals

ARSC22   Express Deposit - Payments page

Header information

The Header carries over the bank data and control total information entered on the Totals page. When the amount total and number of entered payments equals the control amount and count from the Express Deposit Entry – Totals page, the status of the Deposit Balance field changes from No to Yes. An express deposit that is out of balance cannot be posted.

Payment Information

All payments for the deposit are entered on one page. Add as many rows as necessary for multiple payments in the deposit and for multiple items for each payment.

Payments with different currencies may be entered if a control currency was not selected on the Totals page.

Reference Information

With a valid item ID, the system displays the item amount, document information (if any), and the customer and business unit ID's (unless an item ID references more than one item)

Customize personalizes the Column and Sort Order – To order columns or add fields to sort order, highlight the column name, then press the appropriate button. Frozen columns display under every tab.

The download icon opens a new window and downloads the reference information to an Excel spreadsheet (.xls format).

The Express Deposit – Action page gives you the following options:

- Post the deposit
- Create and review accounting entries
- Create worksheets for incomplete applied payments
- Clear the worksheets
- Delete entire deposits.

How To Get There

Use this page to post the deposit, create and review accounting entries, create worksheets for incompletely applied payments, clear the worksheets, or delete the entire deposit:

3.24

Navigation

Accounts Receivable >> Payments >> Online Payments >> Express Deposit >> Action
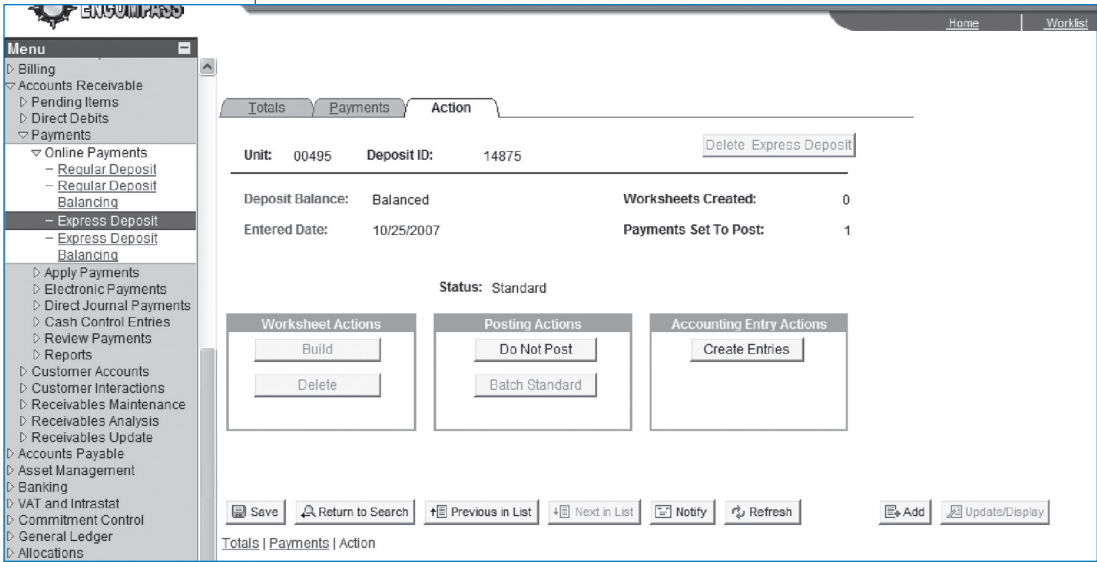
ARSC23 Express Deposit - Action page

Using the Actions Page

This page indicates whether the deposit is balanced, the date entered for the entire deposit, and the status. The only two status options are No Action and Standard.

Posting Actions

Batch Standard sets any applied payments so they will post during the next run of the Receivable Update process and generates payment worksheets for any payments that are partially applied. The system displays messages that indicate the number of Payments Set to Post and the number of Worksheets Created.

Worksheet Actions

The Build button creates one worksheet for every payment in the deposit based on the information already entered.

Accounting Entry Action

The Create/Edit button creates accounting entries for all applied payments in the deposit. Normally, the Receivable Update creates the accounting entries, the user should only create accounting entries online when they need to be reviewed right away, for example when during implementation of a new system.

3.25

NOTE

The Action page remains inactive until the Treasurer of State (TOS) approves the Deposit. The TOS will provide a TOS Deposit ID and change the Approval status from Pending Approval to Approved.

ENTAP Training

Exclusively for use by the State of Indiana
Issue Date: 11/14/2007

Exclusively for use by the State of Indiana
Issue Date: 11/14/2007

ENTAP Training

Guided Activity | Entering an Express Deposit

In this activity, you will review the activity overview and enter an express deposit.

Activity Overview

In this activity, you will enter an express deposit into the system for the California Operations deposit unit. Allow the system to select the Deposit ID. The deposit is going to AOS bank/account. Use today's date for accounting purposes and specify that the deposit type is customer receipts.

You need to enter two payments that total 10,010.00 USD. Find the detailed information about each check in the table below:

Payment ID	Amount	Customer /Business Unit	Reference Information
(XXX)CHK1234	9,510.00	Unknown	Item ID: (XXX)1913
(XXX)CHK6789	500.00	Eli Lilly & Co	Item ID: (XXX)1915

ART33

Entering Express Deposits

To enter an express deposit that consists of two customer payments:

1 Select Accounts Receivable, Payments, Online Payments, Express Deposit.

2 Select the Add a New Value tab, and enter the following information:

Page Element	Value or Status
Deposit Unit	00495
Deposit ID	NEXT

ART34

3 On the Express Deposit – Totals page, enter the following information:

Page Element	Value or Status
Accounting Date	Today's Date
Bank	AOS
Account	AOS
Deposit Type	C (Customer Receipts)
Control Currency	USD
Control Amount	10,010.00
Control Count	2

ART35

4 On the Express Deposit – Payments page, enter the following information:

Page Element	Value or Status
Payment ID	(XXX)CHK1234
Amount	9,510.00
Item ID	(XXX)1913

ART36

5 Add a new row and enter the following information:

Page Element	Value or Status
Payment ID	(XXX)CHK6789
Amount	500.00
Item ID	(XXX)1915
Customer	CST100000062

ART37

6 Verify that the deposit is in balance.

7 Select the Express Deposit – Action page and select the Batch Standard button.

8 Note the deposit ID: _____

This concludes the activity. Do not continue.

3.26

3.27

3.28

3.29

Summiting Payment to the Treasurer of State for Approval

Once a Deposit (Regular or Express) is balanced each Agency must change the Treasurer of State Approval from Open to Pending Approval. Illustrated below are both a Regular Deposit with the Approval Status of "Pending Approval", and an Express Deposit with the Approval status of "Approved".

Prior to the completion of any deposit, each Agency must manually change the Approval status in the Treasurer of State section in the Totals page from Open to Pending Approval. The Deposit must be in balance before this would be possible.

The Treasurer of State (TOS) will then verify the accuracy of the deposit. Then they will change the Approval status from Pending Approval to Approved. Finally, they will populate the TOS Deposit ID. Because this TOS completes this step, it will not be reviewed in this class.

ARSC25   Express Deposit – Totals page. Note, the Approval status is "Approved".

ARSC24   Regular Deposit – Totals page. Note, the Approval status is "Pending Approval".

3.30

3.31

Creation of the Report of Collections Report – State of Indiana Law

7.4.1.1 Report of Collections

Prior to making a deposit with the TOS, an agency staff member must enter certain financial deposit information into the ENCOMPASS system and print a Report of Collection (ROC). Each deposit, and the related ROC will be assigned a separate deposit ID number by ENCOMPASS. For internal control purposes, only one user is permitted for each deposit ID. Within these parameters, transactions can be summarized or detailed, depending upon the agency's individual requirements. If details of individual transactions are maintained in a system outside of ENCOMPASS, totals only could be included on the ROC; however, this practice is not encouraged. If numerous individual entries made in ENCOMPASS not already recorded in Accounts Receivable (AR) will be accounted for in the same fund, object, etc., it will be possible to "Select All" when making accounting entries after the deposit has been made. Deposits related to "open items" (previously recorded in AR) can be included in the same deposit as collections not previously identified. When all entries are completed, the deposit will remain in a "pending" status until approved by TOS.

Unidentified checks should be deposited along with other receipts; these unidentified amounts will remain in a Cash Control Account (see 7.4.1.4) until the type of receipt can be identified by the agency and applicable accounting information entered into ENCOMPASS.

7.4.1.1.1 Forms of deposits reported on a ROC

CASH – The total dollar amount of all U.S. Treasury bills and coins included in the deposit

CHECKS – The total dollar amount of all checks included with the report of collections.

DEPOSITS – The total amount of all bank deposits made to the credit of the TOS in outside banks, with evidence of deposit included with the deposit ticket. Agencies depositing directly into approved bank accounts outside the TOS must enter their agency number (and circle it) in the upper left hand corner of all bank deposit slips prior to making any deposits at the bank. This will allow the TOS to contact the agency if they discover a deposit that does not correspond to an ENCOMPASS generated ROC. After making the deposit in the bank, the agency must forward an ENCOMPASS ROC and bank proof of deposit to the TOS not later than the next business day following receipt of funds. Upon verification, the TOS will enter into the ENCOMPASS system a deposit identifier number from their independent system. Once approved, a deposited amount cannot be modified in that particular ENCOMPASS deposit ID.

WIRE TRANSFERS, ACH, EFT – Each electronic fund transfer transaction requires a separate ROC, with the total amount (and type) of the wire transfer documented on the ROC. If wire, EFT or ACH transfers are made to the TOS bank accounts on behalf of the agency, the agency should follow the same procedures as in the previous paragraph. The TOS will verify the ROC amount to the bank transfer information prior to entering the deposit identifier number and approving the deposit in the ENCOMPASS system. The TOS will destroy any ROC not identified with a deposit after a 30 day holding period.

LOCKBOX – The total amount of all lockbox account deposits included on the ROC. This information may be entered through an interface with bank provided information or manual entry.

TOTAL – The Grand Total on the ROC must equal the total of all deposits submitted with the ROC.

Creation of the Report of Collections Report – The Process

Prior to submitting the "Pending Approval" deposits to the Treasurer of State (TOS), the Agency must complete the NEW Report of Collections report. Once this Crystal report has been printed, two copies must be submitted to TOS for approval.

How To Get There

Use this page to post the deposit, create and review accounting entries, create worksheets for incompletely applied payments, clear the worksheets, or delete the entire deposit:

3.32

Run Control ID: ROC   Report Manager Process Monitor [Run]

Report Request Parameters

Deposit Unit 00495 IN Dept of Environmental Mgmt

*Deposit ID 14751

ARSC26   Report of Collections process parameters page.

ARC2   Report of Collections/Receipt

3.33

Exclusively for use by the State of Indiana
Issue Date: 11/14/2007

ENTAP Training

Exclusively for use by the State of Indiana
Issue Date: 11/14/2007

ENTAP Training

3.34

3.35

Guided Activity | Creating a Report of Receipts

In this activity, you will create the Report of Collections for both the Regular and Express Deposits created earlier in this chapter.

Activity Overview

In this activity, you will run the Report of Collections report for you the deposits created in this class.   Please refer to your guide for these Deposit IDs.

Creating a Report of Receipt

To enter an express deposit that consists of two customer payments:

1   Select Accounts Receivable, Payments, Reports, Report of Receipts.

2   Select the Add a New Value tab, and enter the following information:

Page Element	Value or Status
Run Control ID	ROC (XXX)
Deposit Unit	00495
Deposit ID	Select from Regular Deposit Exercise
Process List	Report of Collections

ART38

3   Select the Distribution link and choose the PDF file. Print the Report of Collections.

4   Repeat this exercise from the Express Deposit exercise.

Completion of Express Deposit

Once the Treasurer of State has approved the Express Deposit, the Agency must navigate back to the Deposit and complete the Action page by selecting the Posting Action of Batch Standard.

ARSC27   Express Deposit – Action page prior to Posting Action of Batch Standard.

Analyzing the Express Deposit

Worksheets Created and Payments Set To Post appear after Batch Standard has been selected.

ARSC28

Express Deposit – Action page prior to Posting Action of Batch Standard.

3.36

3.37

Activity Overview

In this activity, you will select the Posting Action of Batch Standard.

Creating a Report of Receipt

To enter an express deposit that consists of two customer payments:

1   Select Accounts Receivable, Payments, On Line Payments, Express Deposit.

2   Choose the Deposit Id from the Express Deposit Activity.

3   Select the Posting Action push box of "Batch Standard".

4   Please Note how many

   a. Worksheets Created: _____

   b. Payments Set To Post: _____

Balancing Regular Deposits

A user can see that a deposit is out of balance because the *Not Balanced* message appears on the regular deposit entry pages.

Only out-of-balance deposits are available on the Regular Deposit Balancing pages. The pages work in the same manner as the deposit entry pages.

How To Get There

Use this page to review and modify those deposits that are not in balance. The user must proceed to a Payment Worksheet to complete the application of the payment to the customer's account. The Deposit must also be in balance before the Accounting Entries can be created for Direct Journals.

3.38

Navigation

Accounts Receivable >> Payments >> Online Payments >> Regular Deposit Balancing

ARSC29   Regular Deposit Balancing page

Guided Activity | Correcting Errors in Deposits

In this activity, you will review the activity overview and:

1 Locate errors in deposits

2 Correct an error in a deposit.

Activity Overview

In this activity, you will locate and correct errors with your deposits.

Review the deposits for Deposit Unit 00495. Identify any deposits that are out of balance.

After reviewing the deposit remittance received from your bank, you discover that one of the payment amounts in a lockbox file was transposed. You must correct the transposition error in the deposit group to balance the deposit.

This section discusses how to:

1 Locate errors in deposits.

2 Correct errors in a deposit.

3.39

Locating Errors in Deposits

To locate errors associated with your deposits on the All Deposits page.

1 Select Accounts Receivable, Payments, Review Payments, All Deposits.

2 Enter the following information:

Page Element	Value or Status
Deposit Unit	00495

ART39

3 Select the Search button.

4 Find the deposit that is NOT in balance and select it.

5 Note the Deposit ID: _____

6 Examine the data for errors.

Correct the Error in the Lockbox Control Tables

To correct the lockbox control table error:

1 Select Accounts Receivable, Payments, Online Payments, Regular Deposit Balancing.

2 Enter the following information:

Page Element	Value or Status
Deposit Unit	00495
Deposit ID	Number assigned from previous activity

ART40

3.40

3 Select the Search button to view the deposit information on the Regular Deposit Balancing page.

4 Select the Payments tab and use the Show Next Row button to find the following payment:

Page Element	Value or Status
Payment ID	CHECK01(XXX)

ART41

5 Once you have found the correct payment, enter or change the following information:

Page Element	Value or Status
Amount	5,600.00.

ART42

6 Once you have verified that the deposit is now balanced, save your work.

This concludes the activity. Do not continue.

3.41

Chapter Review

In this lesson you learned that:

- A regular deposit enters the deposit, but you must create a worksheet or run Payment Predictor to apply the payment.
- The express deposit process combines deposit entry and payment application.
- The Auditor of State now requires that all Deposits be submitted for approval to the Treasurer of State.
- The Report of Collections is now a Crystal report which is run directly from the PeopleSoft navigation.

3.42